

Please print or type - Instructions are available on the reverse of this form

DATE

DISTRIBUTOR'S ACCOUNT NUMBER

CR ET 02-

DISTRIBUTOR'S NAME

BUSINESS ADDRESS (city, state, zip code)

BOE USE ONLY
Alternative Cigarette Tax Stamp Program MIC:41
DATE ENTERED
ENTERED BY
ORDER NUMBER

ORDER FORM INSTRUCTIONS

A	B	C	D	E
STAMP DESCRIPTION		ROLL QUANTITY	VALUE PER ROLL	TAX VALUE (C X D)
1. Rolls of 20	30,000 stamps per roll valued at \$0.87 for each stamp		\$ 26,100	
2. Rolls of 20	1,200 stamps per roll valued at \$0.87 for each stamp		\$ 1,044	
3. Rolls of 10	1,200 stamps per roll valued at \$0.435 for each stamp		\$ 522	
4. Rolls of 25	1,200 stamps per roll valued at \$1.0875 for each stamp		\$ 1,305	
		5.	Total Tax Value This Order	
		6.	Less Discount (0.0085 of line 5)	
		7.	Amount of order (Line 5, less line 6)	\$

SHIPPING OPTIONS (see instructions on reverse)

☐ Standard ☐ Expedite

PRINT NAME	USER ID NUMBER
AUTHORIZED SIGNATURE	TELEPHONE NUMBER ()

INSTRUCTIONS

CALIFORNIA CIGARETTE TAX STAMP PURCHASE ORDER

An application form (BOE-400-ACTS) to authorize a person to order stamps must be submitted before ordering stamps.

GENERAL INSTRUCTIONS

- Enter the date the cigarette tax stamp order is being submitted.
- Enter the California distributor's account number for which cigarette tax stamps are being ordered.
- Enter the California distributor's name and address for which cigarette tax stamps are being ordered.

Please note: The cigarette tax stamps will be delivered to the registered business address of the California distributor account.

ORDER FORM INSTRUCTIONS

- Lines 1-4, Column C.** Enter the quantity of cigarette tax stamp rolls to be ordered.
- Lines 1-4, Column E.** Enter the tax value of the cigarette tax stamps ordered by multiplying the quantity (Column C) with the value per roll (Column D).
- Lines 5, Column E.** Add lines 1 through 4 to calculate the total tax value of the cigarette tax stamp order.
- Lines 6, Column E.** Calculate the discount by multiplying .0085 with line 5.
- Lines 7, Column E.** Subtract line 6 from line 5 to calculate the amount of the cigarette tax stamp order.

Signature Block. The authorized person should complete the signature block area by signing and printing his or her name. He or she should also enter his or her user ID and provide a phone number.

Payment Instructions. Submit your payment to Bank of America.

NOTICE TO DISTRIBUTORS

If purchasing cigarette tax stamps on the deferred payment plan, purchases must be paid in full by the 25th of the calendar month immediately following the calendar month in which the purchase was made. A penalty of ten percent of the amount due plus interest will be charged for late payments (Revenue & Taxation Code section 30171). The Board of Equalization may suspend, without prior notice, a distributor's privilege to purchase stamps on the deferred-payment basis or may reduce the amount of permissible deferred-payment purchases fixed for the distributor if the distributor fails to promptly pay for stamps when payment is due. (Revenue & Taxation Code section 30170). Deferred payments cannot be extended for longer periods, or for amounts in excess of the limits set by the Board of Equalization.

If purchasing cigarette stamps on a cash basis, stamp order will not be processed until full payment has been cleared.

ORDERING INSTRUCTIONS

Mail your original purchase order to the State Board of Equalization, Alternative Cigarette Tax Stamp Program, MIC: 41, PO Box 942879, Sacramento, CA 94279-7077. Or, you may fax your stamp order to 916-327-6235. To ensure your stamp order was received, please call the Alternative Tax Stamp Program at 916-341-6923.

SHIPPING OPTIONS

The cigarette tax stamps will be shipped directly from the stamp manufacturer. You must select one of the two shipping options available. Only one shipping option per purchase order is allowed. If you require shipping via both methods, you must submit a separate purchase order for each. If no option is selected, the stamps will be shipped using the *standard shipping option*.

Standard Option. All rolls on the purchase order form will arrive within three business days of shipping. There is no additional charge for this option.

Expedited Option. All rolls on the purchase order form will arrive within one business day of shipping. **There is an additional charge to stamp purchaser for this option.** The additional charge will be billed to you separately by and is payable to the manufacturer, Meyercord. Please contact the manufacturer at 630-682-6200 for the expedited shipping charge for your area.

Make a copy of this document for your records.